

**Invitation for Bids No. 10-27-001**  
**Temporary Agency Document Management Staffing Services**

**Questions & Responses #1**  
**7/29/09**

This list of Questions and Responses is being issued to clarify certain information contained in the above named IFB. The statements and interpretations of contract requirements, which are stated in the following questions of potential bidders, are not binding on the State, unless the State expressly amends the IFB through an addendum. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the potential bidder asking the question as to what the contract does or does not require.

**Questions and Responses**

**Question:**

What is the location where these temps would be needed?

**Answer:**

For the most part temps would be needed at our main office, 100 Community Place, Crownsville, Maryland, but on occasion we may have temps assigned to a small satellite office in our Baltimore office at 10 N. Calvert Street.

**Question:**

What is the anticipated budget for this contract?

**Answer:**

The Contract budget is not to exceed \$25,000, but the amount paid to the Contractor will depend on the Department's need for temporary employees during the term of the Contract.

**Question:**

Approximately how many temporary employees will you be requesting?

**Answer:**

There is no set answer to this question. It depends upon the need in the Department.

